

ATTACHMENT 5

Optional School-Based Services Activity Log Sample (Task method)

(A copy of an example "Optional School-Based Services Activity Log for Medication Administration" is located on the following page.)

**WISCONSIN MEDICAID
OPTIONAL SCHOOL-BASED SERVICES ACTIVITY LOG
MEDICATION ADMINISTRATION**

Task method

Name — Student (Last, First, MI)

Student, Ima G.

Name — School

Wisconsin Elementary

	Date of Service (MM/DD/YY)	Medication Name and Dose	Route	Time Administered (Time or Units)	Took Medication Without Difficulty? (Yes or No)	Notes (All Exceptions Must Be Noted)	Initials or Signature* (Of Person Who Administered Medication)
①	10/12/01	Tegretol, 100 mg	Oral	8 a.m. and 2 p.m., 2 times (2 x .5 units = 1 unit) ¹	No	Difficulty swallowing, swallowed after several attempts both times.	I.N.
②	10/13/01	Tegretol, 100 mg	Oral	12 p.m. and 4 p.m., 2 times (2 x .5 units = 1 unit) ¹	Yes	N/A	I.N.

*Initials Key	Signatures — Corresponding Staff	Date Signed (MM/DD/YY)
I.N.	Ima Nurse	10/14/01

Under Standards of Practice for Registered Nurses, ch. N 6.03, Wis. Admin. Code, only registered nurses (RNs) may delegate services to medically unlicensed individuals. For delegated nursing services under the school-based services benefit, the RN responsible for delegating the services must agree to the delegation of the service and is responsible for supervision of the delegatee.

¹Specific times are included to meet requirements for Nursing Clinical Practice Standards.